



Travel Authorization & Expense Reporting Form

Instructions: **Prior to any** travel, complete **Part I** of this form to have travel and anticipated expenses approved. Submit a copy of this approved form with each payment expense submitted. **Upon returning** from travel, complete **Part II** of this form to confirm total expenses including any approved adjustments. Submit form to Accounts Payable within **15 days** of the travel end date. **Always use the most up-to-date Travel Form located on the City's Intranet**

Part I - Travel Authorization	<u>Employee Signature</u>	<u>Immediate Supervisor Signature</u>
	<i>[Signature]</i>	X

Name: Elena Baca-Santa Cruz	Purpose of Trip: NALEO 41st Annual Conference
Job Title: Council Member	Destination: Las Vegas, NV Out of State? <input checked="" type="checkbox"/>

Division: Council Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.

GL Org Set(s) 1010-10-01-10011	% Split 100%	Split Total Equals 100%	Departure Date & Time: 6/17/24 5:00 PM	<small>Example:</small> 1/2/18 7:30 AM
			Return Date & Time: 6/20/24 2:00 PM	<small>Example:</small> 1/2/18 5:30 PM

Expense Type	Account #	Description of Expenses	Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	NALEO's Registration Fee	\$800.00	<input checked="" type="checkbox"/>
Lodging :	(620510)	Bellagio Las Vegas	\$823.14	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: X Rate: \$0.67		<input type="checkbox"/>
Airfare:	(620510)	Frontier Airlines	\$155.96	<input checked="" type="checkbox"/>
*Per Diem:	(620510)	Las Vegas, NV	\$69	<input type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted
Total Travel Days (Enter # of Days) >>>			4	
<small>*To receive per diem, travel must include an overnight stay. Per diem on first and last day are to be calculated at 75% of daily per diem rate.</small>			Total Per Diem:	\$215.63
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

Division Manager Approval	Date	Total Anticipated Expenses:	\$1,994.73
X <i>[Signature]</i>	X 4/4/2024	City Manager Approval (as required)	Date
Department Head Approval	Date	X <i>[Signature]</i>	X 4/19/24
X <i>[Signature]</i>	X 4/9/2024		

Part II - Expense Reporting (Please check the appropriate box below and provide details)

No adjustments are necessary. Anticipated expenses match actual expenses incurred.

Advance **payments exceeded** the actual expenses incurred. Attached is my receipt as evidence of) reimbursement to the City. (Explain below, use negative numbers

Actual **expenses exceeded** the anticipated original request. Additional funds are required as listed below.

Expense Details	Expenditure Code	Amount	CAL-Card?
NALEO - LV Lyft Rideshare	1010-10-01-10011-620510	67.49	<input type="checkbox"/>
ONT Parking & Frontier Baggage	1010-10-01-10011-620510	8154.00	<input type="checkbox"/>
Post-Trip	1010-10-01-10011	82,216.22	<input type="checkbox"/>

I certify that this document is a true and accurate record of travel expenses for official City business.

Employee Signature: X *[Signature]* **GL Org Set Split Totals:**

Date: **Ext.:**

Division Manager Approval	Date	Final Total Expenses:	\$2,216.22
X <i>[Signature]</i>	X	City Manager Approval (as required)	Date
Department Head Approval	Date	X <i>[Signature]</i>	X 7/8/24
X <i>[Signature]</i>	X		

Brian Mohan

From: Mike Lee
Sent: Wednesday, July 3, 2024 9:27 AM
To: Executive Team_DG; City Clerk Staff_DG
Cc: Vanessa Leccese; Angel Galache
Subject: Mike out on vacation

Honorable Mayor and Members of the City Council (via bcc),

I will be on vacation the week of July 7 and will be back in the office on Monday, July 15. In my absence, ACM Mohan will be in charge.

Respectfully,

Mike

Mike Lee
City Manager
City Manager's Office
City of Moreno Valley

p: 951.413.3020 | e: mikel@moval.org w: www.moval.org
14177 Frederick St., Moreno Valley, CA, 92553



Per Diem Worksheet

Travel Destination:	Las Vegas, NV (City, State)
Total Travel Days:	4 (# of Days)
Per Diem Rate:	\$69.00 (Daily M&IE Rate)

Breakdown

<u>Travel Days</u>	<u>Rate</u>
First Day <input checked="" type="checkbox"/> Check if you began travel after 12:00PM (Noon)	\$25.88
Travel Days	\$138.00
Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$51.75
Total Per Diem	\$215.63

Hotel Information and Reservations The deadline to make reservations at the NALEO group rate is **Tuesday, May 14, 2024**. NALEO reserved a block of rooms for attendees at the Bellagio Hotel, where the Conference will be taking place. The NALEO room rate is \$203.00 (plus tax and resort fee) a night. Room rates may vary from standard Conference dates. To make reservations at the Bellagio Hotel, use this link [NALEO Conference hotel reservations.](#)

Cancellations For cancellation requests, please contact Elizabeth Barrera at naleoconference@naleo.org. A \$200 processing fee will be charged. The last day to submit a registration cancellation is **Friday, June 7, 2024**. All reimbursements will be processed post-Conference.

If Paying By Check

Registration will be considered complete when payment is received in full. If you need an **invoice** to be sent to you, please send a request to Elizabeth Barrera at ebarrera@naleo.org

Make check payable to: **NALEO Educational Fund**

RE: NALEO 41st Annual Conference/Registrants Name 1000 Corporate Center Drive, Ste. 310 Monterey Park, CA 91754

Event: NALEO 41st Annual Conference

Number in Party: 1

Time: 8:00 AM

Date: June 18, 2024

Location: Bellagio Las Vegas

Address: 3600 Las Vegas Boulevard South, Las Vegas, Nevada, 89109, USA

Group Confirmation Number: ZYNTYHRGD6Y

Group Registrant 0 (Elena Baca-Santa Cruz)

Confirmation Number: WVNLYQSPX4H

Elena Baca-Santa Cruz								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
20-Mar-2024 5:34 PM PT	032024-0384	Online Charge	Member Rate	Admission Item	\$800.00	\$800.00	\$0.00	
					Amt Ordered	Amt Paid	Amt Due	
					Total	\$800.00	\$800.00	\$0.00





JUNE 18-20 • LAS VEGAS, NV

REGISTRA
TION
NOW
OPEN

CONFERENCE OVERVIEW

About the NALEO Annual Conference

Get ready for the NALEO 41st Annual Conference! The nation's largest and most prestigious gathering of Latino elected and appointed officials and their supporters is coming to the brightest city in the world!

Join us at the NALEO 41st Annual Conference – an unparalleled convening that brings together leaders from across political perspectives in service to our nation, the American people, and our community. Come and connect with Latino leaders from across the country, engage in substantive policy conversations, and share with and learn alongside other thought leaders representing diverse sectors — all in the heart of Las Vegas.

Specifically tailored for Latino elected and appointed officials, the NALEO Annual Conference is a unique professional development opportunity that provides a venue for the meaningful exchange of ideas and solutions to today's most pressing policy issues.



JUNE 18–20, 2024

[ADD TO CALENDAR](#)

Dynamic Sessions that Drive Creativity and Foster Solutions



Conference sessions are designed to enhance participants' governance skills and deepen understanding of critical policy issues in a cross-jurisdictional context.

- Hear from prominent national leaders and presidential candidates.
- Get up-to-date information on timely issues, including the 2024 Presidential Election, the economy, education, emergency preparedness, economic mobility and workforce development, health, and more.
- Explore policy solutions and best practices in peer-to-peer discussions.
- Learn strategies and best practices for personal safety and self-care for elected officials.

Increasing Access and Building Connections

In bringing together more than 1,000 Latino policymakers, private sector representatives, and other Latino leaders, attendees will:

- Have access to our nation's top executive and legislative leaders;
- Engage in cross-jurisdictional policy discussions;

- Build a network of Latino leaders from diverse backgrounds and perspectives; and
- Meet representatives from the public and private sectors.

Make a Strong Case to Attend the NALEO Annual Conference

Do you need help making the case with your jurisdiction on why it is important for you to attend the NALEO Annual Conference? We have drafted a sample letter you can use to demonstrate that attending the NALEO Conference is an investment in

your leadership development, policy knowledge, skills and your commitment to being an effective policymaker for the constituents you serve.

[DOWNLOAD SAMPLE LETTER](#)

LOCATION

Bellagio Las Vegas

3600 Las Vegas Boulevard South
Las Vegas, NV 89109

[MAP](#)



THANK YOU TO OUR SPONSORS

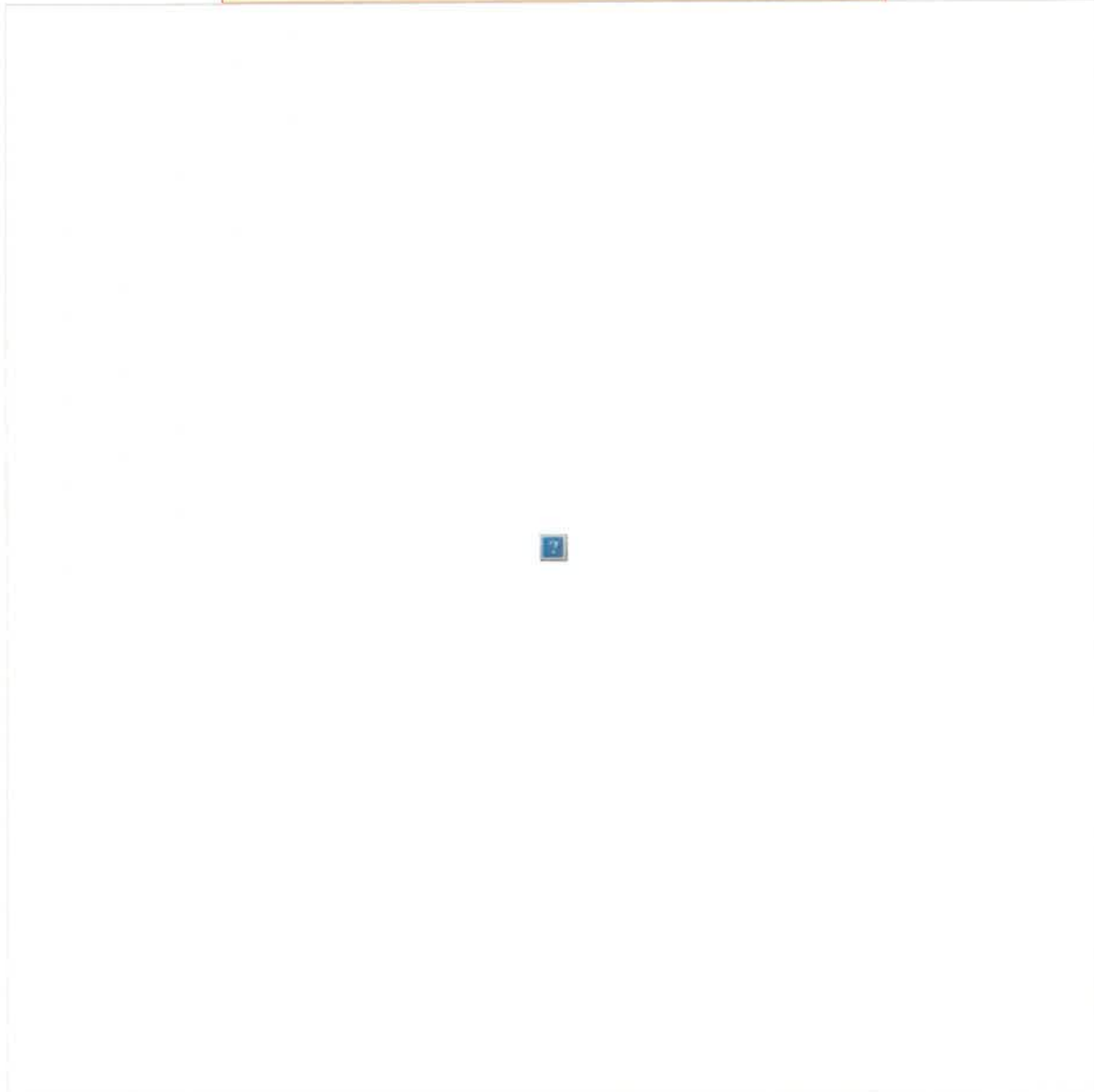
PRESENTING SPONSORS



From: [NALEO 41st Annual Conference](#)
To: [City Clerk](#)
Subject: Registration Confirmed - NALEO 41st Annual Conference
Date: Wednesday, March 20, 2024 5:34:48 PM

Some people who received this message don't often get email from naleoconference@naleo.org. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!



Dear Sonia,

Please save this email for future reference.

Thank you for registering for the NALEO 41st Annual Conference scheduled for June 18-20, 2024, in Las Vegas, Nevada at the Bellagio Hotel.

Sonia Gomez

Subject:

FW: Your Reservation Confirmation at Bellagio

MGM Resorts is Excited to Welcome You

BELLAGIO
LAS VEGAS

Your Reservation Has Been Confirmed

We look forward to seeing you soon as part of NALEO 41st
Annual Conference

It is our pleasure to confirm the following reservation:

YOUR RESERVATION



Confirmation Number: 8LE0BMIH

Guest name: Elena Baca-Santa Cruz

Bellagio Resort & Casino

Room type: Premier King

No. of Guests: 1

Arrival: Jun 17, 2024 Departure: Jun 20, 2024

Grand Total: \$823.14

PASSENGER OPTIONS & EXTRAS DETAIL

Elena Baca-santa Cruz	
Outbound Checked Bag 1	\$49.00
Return Checked Bag 1	\$49.00

TAXES AND CARRIER IMPOSED FEES

US Transportation Tax	\$0.27
Carrier Interface Charge *Non-Refundable	\$10.00
US Domestic Flight Segment Tax ONT-LAS	\$5.00
US Passenger Security Fee	\$5.60
Passenger Facility Charge ONT-LAS	\$4.50
US Transportation Tax	\$0.27
Carrier Interface Charge *Non-Refundable	\$10.00
US Domestic Flight Segment Tax LAS-ONT	\$5.00
US Passenger Security Fee	\$5.60
Passenger Facility Charge LAS-ONT	\$4.50

PURCHASE TOTAL

Airfare	\$7.22
Options	\$98.00
Taxes and Carrier-Imposed Fees	\$50.74
Grand Total	\$155.96

PAYMENT: VISA

Total **\$155.96**

Payment Date 03-21-2024
Payment Type VISA
Approved XXXXXXXXXXXXX0982

Sonia Gomez

Subject:

FW: Your Flight Confirmation Code XYYK4F

FRONTIER

PURCHASE CONFIRMATION

Thank you for your purchase with us!

Your flight confirmation code is:

XYYK4F

You can check-in and retrieve your boarding pass 24 hours before your flight.

Need to update or cancel/change your flight?



ACCESS YOUR BOOKING

PURCHASE SUMMARY

AMOUNT PAID: \$155.96

FLIGHTS

Subtotal: \$57.96

DEPARTING FLIGHT 2232



Ontario (ONT) to Las Vegas (LAS)

Depart: 6/17/2024 5:30 PM | Arrive: 6/17/2024 6:43 PM

Total Duration: 1 hr 13 min

RETURNING FLIGHT 1357



Las Vegas (LAS) to Ontario (ONT)

Depart: 6/20/2024 12:53 PM | Arrive: 6/20/2024 2:02 PM
Total Duration: 1 hr 9 min

PASSENGERS

ADULT(S)



1 - Elena Baca-santa Cruz

Not a *FRONTIER Miles*SM Member? [Sign Up!](#)

BUNDLES

BUNDLE AND SAVE



Bundle your trip and save!

Get a Checked Bag, Carry-on Bag, Assigned Seat, Priority Boarding, Flight Flexibility and more! [Buy Now And Save!](#)

SERVICES

Subtotal: \$0.00



Self-Service


\$0.00 | No Pre-Purchased Airport Agent Assistance

FREE - You have chosen Self-Service and will not need assistance from an airport agent.

Please download our mobile app or visit flyfrontier.com.

If you prefer Agent Assistance at the airport ticket counter for things like checking in and

printing your boarding pass, you may purchase that now. [See exclusions.](#)

 Reminder, bags and seats cost more at the airport.

SEATS

Subtotal: \$0.00



You have not purchased a seat assignment(s)

You will be randomly assigned seat(s) at check-in.

[Buy Seat Assignments Now!](#)

BAGS

Subtotal: \$98.00

 **NEW: Checked Bags Limited to 40lbs**

BAGS - ONT to LAS



1 - Elena Baca-santa Cruz

Carry-On | Qty 0

Checked | Qty 1

BAGS - LAS to ONT



1 - Elena Baca-santa Cruz

Carry-On | Qty 0

Checked | Qty 1

LOOKING FOR TRAVEL INSURANCE?

Protect your trip with Travel Guard™ travel insurance



Be Prepared!

Pack a travel insurance plan.

[GET A QUOTE](#)

Patrick Killion

From: Elena Santa Cruz <santacruz909@gmail.com>
Sent: Friday, June 21, 2024 4:54 PM
To: Elena Baca-Santa Cruz - Council Member - District 1
Subject: Fwd: Your ride with William on June 17

You don't often get email from santacruz909@gmail.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

----- Forwarded message -----

From: Lyft Receipts <no-reply@lyftmail.com>
Date: Tue, Jun 18, 2024 at 5:44 PM
Subject: Your ride with William on June 17
To: <santacruz909@gmail.com>




JUNE 17, 2024 AT 6:13 PM

Thanks for riding with William!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (4.43mi, 15m 50s)	\$23.29
NV Cost Recovery Fee	\$0.70

 Apple Pay (MasterCard)

\$23.99

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 17, 2024. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

Patrick Killion

From: Elena Santa Cruz <santacruz909@gmail.com>
Sent: Friday, June 21, 2024 4:54 PM
To: Elena Baca-Santa Cruz - Council Member - District 1
Subject: Fwd: Your ride with Darryl on June 18

You don't often get email from santacruz909@gmail.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

----- Forwarded message -----

From: Lyft Receipts <no-reply@lyftmail.com>
Date: Tue, Jun 18, 2024 at 8:39 PM
Subject: Your ride with Darryl on June 18
To: <santacruz909@gmail.com>




JUNE 18, 2024 AT 5:46 PM

Thanks for riding with Darryl!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (2.08mi, 14m 11s)	\$10.64
NV Cost Recovery Fee	\$0.32
Tip	\$2.00

 Apple Pay (MasterCard)

\$12.96

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 18, 2024. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

Patrick Killion

From: Elena Santa Cruz <santacruz909@gmail.com>
Sent: Friday, June 21, 2024 4:53 PM
To: Elena Baca-Santa Cruz - Council Member - District 1
Subject: Fwd: Your ride with Tyrone on June 18

You don't often get email from santacruz909@gmail.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

----- Forwarded message -----
From: Lyft Receipts <no-reply@lyftmail.com>
Date: Tue, Jun 18, 2024 at 9:03 PM
Subject: Your ride with Tyrone on June 18
To: <santacruz909@gmail.com>




JUNE 18, 2024 AT 8:39 PM

Thanks for riding with Tyrone!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (2.04mi, 13m 54s)	\$11.41
NV Cost Recovery Fee	\$0.34
Tip	\$2.00

 Apple Pay (MasterCard)

\$13.75

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 18, 2024. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

Patrick Killion

From: Elena Santa Cruz <santacruz909@gmail.com>
Sent: Friday, June 21, 2024 5:00 PM
To: Elena Baca-Santa Cruz - Council Member - District 1
Subject: Fwd: Your ride with Mckay on June 20

You don't often get email from santacruz909@gmail.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

----- Forwarded message -----

From: Lyft Receipts <no-reply@lyftmail.com>
Date: Fri, Jun 21, 2024 at 11:37 AM
Subject: Your ride with Mckay on June 20
To: <santacruz909@gmail.com>




JUNE 20, 2024 AT 11:16 AM

Thanks for riding with Mckay!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (3.64mi, 14m 15s)	\$16.30
NV Cost Recovery Fee	\$0.49

 Apple Pay (MasterCard)

\$16.79

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 20, 2024. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.

ONTARIO AIRPORT
LOT 2
RECEIPT A23
OUT: 20.06.24 14:15
AMOUNT: \$ 96.00
CC-DATA:
AMEX
XXXXXXXXXXXX9311
XXXXX 201
AUTH. CODE 51802

PURCHASE CONFIRMATION

Thank you for your purchase with us!

Your flight confirmation code is:

SF2TKW

You can check-in and retrieve your boarding pass 24 hours before your flight.

Need to update or cancel/change your flight?



ACCESS YOUR BOOKING

FLIGHTS

Subtotal: \$28.98

DEPARTING FLIGHT 1358



Ontario (ONT) to Las Vegas (LAS)

Depart: 6/17/2024 12:54 PM | Arrive: 6/17/2024 2:05 PM

Journey Duration: 1 hr 11 min

Boarding ends 20 min before flight departure.

PURCHASE SUMMARY

AMOUNT PAID: \$86.98

PASSENGERS

Subtotal: \$0.00

SEATS - ONT to LAS



1 - Elena Santa Cruz
Seat Assignment: 10B

BAGS Subtotal: **\$58.00**


NEW: Checked Bags Limited to 40lbs

BAGS - ONT to LAS



1 - Elena Santa Cruz
Carry-On | Qty 0
Checked | Qty 1

LOOKING FOR TRAVEL INSURANCE?
Protect your trip with Travel Guard™ travel insurance



Be Prepared!
Pack a travel insurance plan.

[GET A QUOTE](#)

PASSENGER OPTIONS & EXTRAS DETAIL	
Elena Santa Cruz Outbound Checked Bag 1	\$58.00

TAXES AND CARRIER IMPOSED FEES

US Transportation Tax	\$0.27
Carrier Interface Charge *Non-Refundable	\$10.00
US Domestic Flight Segment Tax ONT-LAS	\$5.00
US Passenger Security Fee	\$5.60
Passenger Facility Charge ONT-LAS	\$4.50

PURCHASE TOTAL

Airfare	\$3.61
Options	\$58.00
Taxes and Carrier-Imposed Fees	\$25.37
Grand Total	\$86.98

PAYMENT: MASTERCARD

Total **\$28.98**

Payment Date 06-10-2024
Payment Type Mastercard
Approved XXXXXXXXXXXXXXX3120

PAYMENT: MASTERCARD

Total **\$58.00**

Payment Date 06-17-2024
Payment Type Mastercard
Approved XXXXXXXXXXXXXXX3120